

VACANCY NOTICE

CS-376

REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Case Management Coordinator</u>	CLASSIFICATION CODE: <u>00414000</u>
	SALARY RANGE: <u>(819A) \$35332 - \$39735</u>	REFERENCE POSITION NO.: <u>5551-10000-48</u>
	Department or Agency Name: <u>State Colleges</u>	APPLICATION PERIOD: <u>9/8/2006 - 9/23/2006</u>
	Division/Section/Unit: <u>RI College</u>	
General Information to Candidate	Assignment(s) / Comments: <u>Sherlock Center, Educational Advocate Surrogate Parent Program</u>	
	Shift and Days: <u>Monday - Friday 8:30 am to 4:30 pm</u> Job Location: <u>Providence</u>	
	Restrictions/Limitations: _____	
	Position Covered By Collective Bargaining Union Agreement: Yes _____ No <u>x</u> _____	
Statement of Duties	Name of Bargaining Unit Union: <u>Non - Union</u>	
	There is* _____ is not <u>x</u> a Civil Service List for this position	
	See A/B or Both for Specific Instructions	
	* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.	
Minimum Education & Experience	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> • The title of the position for which you are applying • Name of department where you are currently employed • Title of your present position and date you entered it • Your business telephone number • Date you entered State service • Present Union Affiliations 	
Where to Apply	*** In certain agencies, bargaining union applicants will receive preferential consideration according to	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the classification or have State service. All information requested on the application form must be furnished. The information you give will be used by the Personnel Office to determine qualifications. If an item does not apply to you, or if there is no information to be given, state in the letter "N/A." Not Applicable. To answer all questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) - REASONABLE ACCOMMODATION:	
<p>Reasonable Accommodation: If an applicant is unable to perform essential job functions because of his/her disability, but can perform the major results by means of a REASONABLE ACCOMMODATION, the individual should not be considered unqualified for the position.</p> <p>Medical Term: Any medical terms for this position must be entered after an additional offer of employment has been made in accordance with the Rules/Regulations of the State of Rhode Island with Disabilities Act (ADA).</p>		
<p>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</p> <p>(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)</p> <p>Education: Such as may have been gained through: graduation from a college or university with a degree in a discipline related to the education of children or in child welfare; and Experience: Such as may have been gained through: a minimum of two years of full-time experience in education, human services or child welfare. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.</p>		
<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:</p> <p>Rhode Island College, Office of Human Resources 600 Mt. Pleasant Avenue, Providence, RI 02908 Attn: Robin Pecunioso, Manager Classified Services</p> <p>Telephone #: 401-456-8443 Fax #: 401-456-8717 TTY/TDD #: 1-800-745-5555 (Telecommunication Device for the Deaf)</p>		

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

